



District of Columbia Air National Guard

AGR Announcement



14-371

APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE RECEIVED BY 1630 EST ON CLOSING DATE OF THIS ANNOUNCEMENT	OPENING DATE: 18 November 2014	CLOSING DATE: 2 December 2014
	Position Title: Supply Technician (Cust Serv Rep) Max Grade: E7 Min Grade: E6	
	Selectee will possess the military AFSC of: 2S071	
Position Location: 113 th Logistics Readiness Squadron Joint Base Andrews, MD	Appointment Status [X] Enlisted [] Officer	
AREA OF CONSIDERATION: GROUP II Individuals who are current military members of the DCANG		
Special Remarks: INSTRUCTION FOR APPLYING: This office will not accept applications mailed at government expense. Electronic or fax applications will not be accepted. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u> AGR REQUIRED DOCUMENTS (no binders please): 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position with original signature 2.) Separate sheet of paper with email address and additional point of contact number(s) 3.) Current RIP (Report of Individual Performance) from vMPF *Please do not submit a Data Verification Brief (DVB) 4.) Recent Fitness Test from AFFMS (Per AFI 36-2905 (<i>current within 12 months</i>)) 5.) Knowledge, Skills, and Ability (KSA) questions addressed by element on a separate paper. 6.) Security Clearance verification memorandum (<i>do not submit a JPAS print out</i>) 7.) Letter(s) of recommendation (<i>optional</i>)		
Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in accordance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the close date



District of Columbia Air National Guard

Is an Equal Opportunity Affirmative Action Employer



Announcement Number: 14-371

Position: Supply Technician (Cust Serv Rep)

Brief Description of Duties: Performs mission capability (MICAP) verification, reports and processes cannibalization actions. Establishes upgrade, downgrade, or cancels MICAP due-outs. Monitors status of items. Processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation. Establishes requirements for customer using automated systems and notifies customer of asset availability. Researches required information to perform item record loads. Processes Aircraft Document Review (ADR). Processes status inquiries and reconciles aircraft orders. Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary. Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location. Updates DIFM monitor appointment letters. Processes DIFM turn-in (TIN) and turn-around (TRN). Manages the Supply Point program. Performs coordination with the customer service support element to ensure requisition objective is adequate. Also, prepares and processes Supply Point issues requests. Manages the AWP program. Completes required AWP checklist and processes necessary transaction to confirm status. Conducts AWP validation and coordinates with customer to determine status of AWP items. Initiates follow up with item manager for improved status as well as requests for disposition instructions for end item when AWP parts are not available. Sources for AWP lateral support. Joint coordination between the LRS and GLSC will be accomplished when reviewing the AWP Cross-Cannibalization management listing to determine possible AWP cross-reference cannibalization action. Establish, maintain and delete bench stocks in coordination with supported activities. Review on-hand balance and process replenishment actions. Performs other duties as assigned.

Qualifications:

1. Must have a SECRET security clearance.
2. Selectee must be fully AFSC qualified in 2S071.


Specialized Experience: Must demonstrate **eighteen (18) months** experience in which the following Knowledge, Skills and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements:

- A. Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for special programs, maintenance, and production shops.
- B. Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment. Knowledge to conduct extensive and exhaustive searches for required information in order to reconstruct records for complex supply transactions.
- C. Ability to perform routine aspects of supply work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management, such as inventory management, excess property, storage management etc.
- D. Skill involving a variety of technical supply problem situations either independently or as part of a broader problem solving effort under the control of a specialist.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Must be able to complete at least 1 year prior to achieving 18 years Total Active Federal Service.
3. Prior to entry into the AGR Program, member must be medically cleared by the 113th Wing MDG.
4. Must meet all eligibility requirements in accordance with ANGI 36-101

AGR Employment Points of Contact: HR Specialist: MSgt Angel Love-Shorter / angel.d.loveshorter.mil@mail.mil / 202-685-9778 (DSN 325-9778) AGR Manager: CPT Ryan McBride / ryan.mcbride@us.army.mil / 202-685-9779 (DSN 325-9779) or follow us on  TWITTER @NGDCHRO.

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